

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Technology Support Consultant	
3. Division Wichita Regional DCF IT			12. Proposed Class Title	
4. Section Operations	For Use By Personnel Office	13. Allocation		
5. Unit Information Technologies		14. Effective Date		
6. Location (address where employee works) City Wichita County Sedgwick		15. By	Approved	
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. % Regular		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By: Date: By:		

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This is full performance technical work with a focus on customer service and assisting computer users on solving problems in a distributed computing environment. Work is of a standardized nature that may involve a variety of duties, some of which are susceptible to different methods of solution and performed under general supervision. Position supports an Information Technology environment primarily for the Wichita Region, which covers 4 Service Centers distributed over 10 counties. Travel will be required to the Service Centers in the Wichita Region with possible travel to other Regions throughout the State.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

Misty Heiser

Technology Support Supervisor

K0057510

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Misty Heiser

Technology Support Supervisor

K0057510

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is of a standardized nature that may involve a variety of duties, some of which susceptible to different methods of solution and formed under general supervision. Instructions are given either in written or verbal form with specific outcomes described. Employee support is provided by rules, regulations, policies and procedures of ITS, OITS, as well as by computer hardware and software representative manuals. Over time and weekend work may be required on occasion as the needs of the business dictate.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
50%	E	Provides first level user support with a focus on Customer Service as a member of the regional It helpdesk supporting all users. Utilize remote desktop management software for end user support, software installation and pc management. Advise users in selecting the most appropriate software application (spreadsheet, database or word processing) for a specific task to accomplish agency goals. Assist in the instructions of users in using word processors, spreadsheets and databases.
30%	E	Perform hardware/software testing to ensure compatibility and proper configuration of hardware and software. Assist in analysis of usage of IT equipment and software in the region and determine future needs in order to make recommendations to TSS regarding placement, replacement and purchase or upgrade of equipment and software.
10%	E	Provide training for all DCF hardware and standard software packages in a classroom environment and/or one-on-one type training.
10%	E	Other duties as assigned by supervisor.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
(X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
() Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with staff, public and vendors. Occasional contact with ITS staff. The purpose of the contact is to obtain product information, pricing and technical specifications and problem solving.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Risk of hazards while traveling throughout the region. This position requires hours of work in front of a personal computer which could result in eye strain or lower back strain. This position will be required to physically move technology equipment which could result in neck, shoulder or back injury. May be exposed to electrical hazards. Work environment may involve disagreeable weather conditions

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Possible daily use includes but not limited to the following:

LAN equipment, computers, printers and servers

Remote desktop management software, commercial hardware and software

Telecommunications equipment, Wireless devices, FAX machines, Multifunction copiers

Motor vehicles

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

High school diploma or equivalent and one year advising and assisting computer users in a distributed computing environment. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Advanced computer knowledge and training in office applications

Licenses, certificates and registrations

Valid driver's license

Special knowledge, skills and abilities

Prefer knowledge and experience in Microsoft Office applications, VoIP systems, telephony systems, Microsoft certifications

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Lift up to 35 pounds. Any lifting over 35 pounds requires assistance. Handle large packages and equipment. Work with high voltage equipment. Frequent travel throughout the region, as well as across the state.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date